



## DEPARTMENT OF ENERGY

NO: LXIV  
July 2003

# FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FOR OUR CUSTOMER

## Parking Procedures

Many permit holders are parking improperly. Each parking lane is designed to accommodate either 2 or 4 vehicles.

There is a 3 foot distance mandate required by the Parking Order. When followed, we maximize the parking space to afford everyone the opportunity to park. In many cases we find only 3 vehicles parked in a 4 vehicle lane. This causes the fourth vehicle parking in the front position of a lane to extend into the main driving area.

### Parking Management Office

Byron Deegan 202-586-9285  
Byron.Deegan@hq.doe.gov

Charvonne Hill and Gwen Moten  
202-586-4271

Charvonne.Burnett@hq.doe.gov  
Gwen.Moten@hq.doe.gov

Our new location...Room 1G-065

## Reminder

Quarterly permits are available for purchase during July sales. The quarterly permit cost is \$75.00 and can be paid by either cash or check. You have the option of purchasing your quarterly permit with a credit card, check card or debit card (MasterCard/Visa only), but you will incur an additional \$2.00 surcharge, making the total \$77.00 a quarter. You will not be able to receive a refund for the purchase of your permit should you leave the agency, not use a permit for a month due to suspension or any other reason, or have an emergency. If your quarterly permits is lost or stolen, you can purchase a duplicate for a fee of \$15.00. If you have any question or concerns, please contact the Parking Management Office on 586-4271.

### Note from the Garage

Once an attendant has written a ticket, he/she can not revoke the ticket. You must address all concerns to the Parking Committee. The DOE Order HQ O 344.1A, it states, "As a permit holder you can appeal any violation that is issued to you." You may e-mail or submit a written appeal to the Parking Committee.

### Fasten your seat belts

Car crashes are a leading cause of death. Aside from always following traffic signs and obeying the rules of the road, buckling up your seat belt may be the single most dramatic move you can make to reduce your health risks. The deaths and injuries that occur every year due to car accidents could be reduced by about half if both drivers and passengers used their safety belts. Make sure that everyone in your vehicle is strapped in, and that small children are secured in safety seats before you take off. It can save your life and it is the law!

WE'RE ON THE WEB!

[HTTP://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM](http://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM)

### Heeding Directional Signs

The traffic flow in the garage is one way only. Some people have been observed exiting their parking lanes and driving in the wrong direction. You must not ignore the traffic signs because you are parked in a lane near the exit you plan to use during your departure. Follow the directional signs. Driving in the opposite direction of the normal traffic flow creates an enormous accident risk. Employees using the parking facilities must comply with all posted directional signs and applicable traffic regulations. Failure to comply can result in the temporary suspension of parking privileges if so deemed by the Parking Committee. For additional information, please review DOE Order, HQ O 344.1A, Parking/Traffic Operating Procedures.

### CELL PHONE SAFETY

Cell phone users have increased tremendously and many vehicle operators carry their cell phones with them while operating their vehicles. The following safety tips are provided via the courtesy of NBC news.

Get to know your phone

Use hands free devices

Position your phone within easy reach

Do not engage in distracting conversations

Use your phone to help others

Suspend conversations during hazardous conditions

Pay attention to the road

Dial sensibly and assess the traffic

Use your phone to call for help

Pull over to use your phone

Not use you phone at all while driving

